

**VILLAGE OF NORTHFIELD  
BOARD OF TRUSTEES  
Minutes of May 14, 2013**

- I. ROLL CALL.** Chair Kevin T. Beal, Village Trustees Colin T. Bright, Dennis Donahue, Stephen Fitzhugh, and K. David Maxwell. Also present were Village Manager Jay Marcotte, Acting Clerk Ken McCann, Peter G. DeMasi (Highway Superintendent), and Kathleen Lott (Northfield News).

Chair Beal called the meeting to order at 7:00 p.m.

- II. PLEDGE OF ALLEGIANCE.** The Board members and the public were asked to rise and recite the Pledge of Allegiance.

- III. PUBLIC COMMENT (Scheduled and Unscheduled):** None.

**IV. APPROVAL OF MINUTES**

- a. **April 23, 2013 (Joint Board Meeting).** Motion by Trustee Bright, seconded by Trustee Donahue, to approve the minutes. Trustee Bright would like the Town/Village Merger discussion amended to include Merger Committee member Kathleen Lott's statement that not all committee members agreed with Committee Chair Mel Adams and Donald Wallace as to the intention of the committee regarding the new utility commissions. **Motion to approve amended minutes passed 5-0-0.**
- b. **April 30, 2013 (Special Meeting).** Motion by Trustee Bright, seconded by Trustee Donahue, to approve the minutes. Chair Beal would like the minutes reflected to show that Trustee Maxwell was able to attend the meeting by telephone conference. **Motion to approve amended minutes passed 5-0-0.**

**V. APPROVAL OF BILLS**

- a. **Warrant #22-13.** Motion by Trustee Bright, seconded by Trustee Donahue, to approve Warrant #22-13 in the amount of \$455,629.02. Trustee Maxwell asked if the purchasing policy was followed when the new fence at the Wastewater Treatment Facility was purchased. Manager Marcotte confirmed that it was. **Motion passed 5-0-0.**

**VI. OLD BUSINESS**

- a. **Village Common Rehabilitation Project.** Manager Marcotte stated that Handshake, Inc., which owns the Merchants Bank property, has signed the easement for the work on the west side of the Village Common. He added that there are a couple details that still need to be worked out with the State but the project remains ahead of schedule. He would like to go out to bid on the construction phase either in late July or early August. Chair Beal asked if he has heard anything from Project Engineer Evan Detrick (DuBois & King) about the possibility of two-way traffic on the south side during construction. Manager Marcotte said he has not. He also is waiting to hear back from the State regarding funding for traffic control. Chair Beal has heard some concerns regarding the proposed timing of the construction phase (i.e., mid-October through mid-November) and how this might hurt businesses during the tourist-friendly foliage season. Although Chair Beal does not recommend delaying construction until next spring, he would like this explored as an option. Manager Marcotte will look into this. Trustee Bright would not favor any further delays in this project. Postponing construction until next year would mean another winter of residents walking on broken sidewalks, etc. Trustee Maxwell also would like to see the project completed as soon as possible. Chair Beal felt that in any case, there needs to be some resolution regarding traffic flow and available parking before construction begins.
- b. **Streetlight Replacement Project.** Manager Marcotte still would like the financial expert he consulted come in and explain to the Board this project's various funding options. This presentation will have to wait until after Village Meeting (06/04/13) and probably should be done at a Joint Board Meeting.
- c. **Town/Village Merger Transition.** Manager Marcotte stated that the first meeting of the Merger Transition Committee was held recently. The committee is developing a list of items that need to be resolved before the effective date of Town/Village Merger (07/01/14). In addition, Town/Village Clerk Kim Pedley is working with attorney Paul Giuliani on how to develop a voting list of the ratepayers that will elect the Utility Commissioners. Manager Marcotte will forward this information to the Board.

Trustee Donahue has spoken to some Depot Square merchants and there is strong support for extending the two (2) hour parking limit to the south side of the Village Common. Perhaps this should be incorporated into the new municipal traffic ordinance. Trustee Maxwell felt that the Police Chief should be included in this discussion as his officers would have to enforce any new parking restrictions. Trustee Donahue added that the possibility of metered parking also came up during these conversations.

#### **VII. NEW BUSINESS**

- a. **Proposed Purchase of Village One Ton and Plow Equipment.** Highway Superintendent Peter G. DeMasi stated that bid proposals were opened on April 10, 2013. Since that time, Mr. DeMasi has been reviewing the proposals and soliciting input from his highway operators on the optimum purchase based on the specifications and bid amounts. Gateway Motors submitted the only bid for the Village One Ton (\$30,980) but there had been three (3) bids for the truck body. Mr. DeMasi and his crew favor the purchase of the HP Fairfield truck body (\$41,925) because it is much sturdier and has a wider track than the slightly less expensive alternatives. The entire purchase would be about \$14,000 less than the amount budgeted. Manager Marcotte agreed that the heavier gauge steel used in the HP Fairfield truck body meant it would last longer and thus would be a better investment. There is a lot of wear and tear on these trucks during normal usage. Motion by Trustee Bright, seconded by Trustee Donahue, to authorize the recommended purchase of a One Ton from Gateway Motors and a truck body from Howard Fairfield. **Motion passed 5-0-0.**
- b. **Joint Board Meeting: Tuesday, May 28, 2013.** Trustee Fitzhugh would like a set of guidelines developed for the new utility commissions but this probably won't be ready for this meeting. Chair Beal wants it determined who would handle utility abatements after merger: the utility commissioners or the Select Board. Trustee Maxwell would like a detailed checklist of items that need to be resolved before merger goes into effect. Trustee Fitzhugh believes that the impact of merger upon existing Northfield Electric Department (NED) contracts should be determined. Manager Marcotte has spoken to Dave Mullett (VPPSA) about this and Mr. Mullett is working on the proper procedures for the transfer. Manager Marcotte stated that Mr. Mullett has recommended increasing the NED legal budget to cover any additional expenses in resolving this. Trustee Fitzhugh would not like any NED power contracts defaulted because something was left undone.

#### **VIII. BOARD MEMBERS' COMMENTS, CONCERNS, QUESTIONS**

- a. **State Paving of Vermont Routes 12 and 12A.** Trustee Maxwell asked if the project was on schedule. Manager Marcotte believes that the original timeline is being followed. There is a website ([roadworkupdates.com](http://roadworkupdates.com)) that provides bi-weekly updates on the project's progress. Chair Beal believes that the temporary traffic line near the Gray Building was marked incorrectly. Also, he would like all the pedestrian crossings marked consistently.

**IX. MANAGER'S REPORT.** Manager Marcotte had nothing to add.

**X. PUBLIC COMMENT (Unscheduled).** There was none.

**XI. EXECUTIVE SESSION.** Motion by Trustee Bright, seconded by Trustee Donahue, to go into executive session, in accordance with 1 VSA 313 (a)(1), in order to discuss a personnel matter with Manager Marcotte present. **Motion passed 5-0-0.**

The Board went into executive session at 7:50 p.m.

Motion by Trustee Fitzhugh, seconded by Trustee Maxwell, to come out of executive session. **Motion passed 5-0-0.**

The Board came out of executive session at 8:35 p.m. No action was taken.

**XII. ADJOURNMENT.** Motion by Trustee Fitzhugh, seconded by Trustee Donahue, to adjourn. **Motion passed 5-0-0.**

The Board adjourned at 8:36 p.m.

Respectfully submitted,

*Kenneth L. McCann*

Kenneth L. McCann, Acting Clerk

These minutes are subject to approval at the next regular meeting.